



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

To: Board of Listers
From: Doug Lay
Subject: 2016 Preliminary Sales Report
Date: July 2016

The Tax Department and NEMRC automated the transmission and editing of the property sales data in 2010 with the goal of making this process easier and more efficient. *The process continues to evolve in an effort to streamline the work involved. This year, the 2016 tax year, we have made the decision to allow municipalities to review and send the sales file back to the department, after consultation with your district advisor, either in person or through a phone conference. Your district advisor will contact you, as in the past, with the option to visit your town or to review via skype or phone and send the file directly to the department.* Scheduling an on-site visit is often difficult to arrange. Once you have completed your review and edit of the sales please contact your DA and decide on the best way to transmit the data to PVR. Detailed instructions will be available via our website and with a separate email. Several additional changes were made in 2016 to the sales module with updated screenshots and directions on our website.

The NEMRC module displays the sales information from PVR along with the corresponding local Grand List information (using the SPAN to match). You, Listers & assessors will then compare the information on screen, making any necessary corrections, edits, and comments to validate each sale. Once all the sales information has been reviewed by you, your District Advisor will contact you to collect any additional information, review as needed and upload the sales information electronically back to PVR.

The goals of the sales study are the same as previous years. Thorough vetting of sales is crucial to an *accurate & equitable* study. While automation saves time, ultimately accurate and correct sales information is the key to an equitable result. You, the board of Listers and assessors are generally the best source of information about local sales data and their validity! Special circumstance codes allow for identification of those sales that should be excluded. They should be used *judiciously*. The goal remains to include as many sales as possible between a willing buyer and seller, absent duress. PVR will be providing assistance & guidance through the Help Desk and District Advisors.

Under the 'More Information' section at the PVR website:

<http://tax.vermont.gov/research-and-reports/document-library/tax-forms/municipal-officials>

Here you can find the Instructions for the **Preliminary Sales Study**, the **Special Circumstance Codes** and the **illustrated NEMRC steps**. For more information regarding the study see [Introduction to Vermont's Equalization Study](#) also posted on the website.

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